

CAREER OPPORTUNITIES WITH CIVIL SERVICE

# ROME CIVIL SERVICE

## ANNOUNCES

OPEN COMPETITIVE EXAMINATION  
for

### ENGINEER II #65731

(MECHANICAL ENGINEER for Rome City School District)

ROME, NEW YORK 13440

Exam Date:	March 5, 2011
Last Filing Date:	January 19, 2011
2009 Salary:	\$48,500.00 per year

#### **APPLICATION AND FEE:**

A FIFTEEN dollars (\$15.00) non-refundable fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment must be made by check or money order, payable to Rome Civil Service Commission. Please write both your name and number of the exam on the check or money order.

If your application is disapproved, the fee will **NOT** be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Applications postmarked after the last date of filing will be returned to the applicant with his/her application fee.

#### **RETURNED FEE POLICY:**

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of \$20.00 will be added to the returned check amount. The total amount must be paid in **CASH** or with a **MONEY ORDER** in the **City of Rome Treasurer's Office**, Rome City Hall, First Floor, Rome, NY 13440

#### **APPLICATION FEE WAIVER:**

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

*The Eligible List resulting from this examination will be used to fill vacancies which may occur*

**USE OF CALCULATORS IS PERMITTED FOR THIS EXAM**

Candidates are permitted to use a slide rule or non-programmable battery-operated calculator for this exam

**RESIDENCY:**

There is **NO RESIDENCY REQUIREMENT** to make application to the examination. *Preference in certification for employment may be given to successful candidates who are residents of the City of Rome at the time of appointment.*

**SPECIAL REQUIREMENTS FOR SCHOOL EMPLOYMENT:**

*Effective July 1, 2001, a fingerprint supported criminal history background check is mandatory for prospective employees of school districts, charter schools and BOCES. There is mandated by New York State and there is a required processing fee (of \$99.00) due prior to appointment.*

**DISTINGUISHING FEATURES OF THE CLASS:** This is a mechanical engineering position which requires thorough knowledge of engineering practices and principles, established codes and regulations, and the ability to apply these knowledges, to perform or direct performance of varied mechanical engineering projects. General direction is received from Superintendent of Building and Grounds but independence is exercised in developing plans and in coordination of projects. The Engineer II coordinates, and reviews the work of lower level staff and consultants. The class of Engineer II differs from Engineer III in that less supervisory and less administrative responsibilities are involved. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Plans and coordinates design and construction of projects;
- Prepares designs through the CAD system;
- Interprets contract specifications and construction standards and resolves differences in interpretation;
- Evaluates and negotiates contractor's and consultant's proposals, negotiates revisions and participates in getting final approval;
- Insure conformance with contract provisions;
- Inspection of physical and operational condition of existing roads and related facilities;
- Monitors consultants' work by reviewing plans and reports, evaluating compliance of the consultant work with the agency programs and preparing periodic reports;
- Supervises preparation and prepares cost estimate for projects, including consulting fees and construction costs;
- Acts as a representative of the School District with vendor;
- Supervises the maintenance of records and project data;
- Uses a computer system as necessary;
- Prepares reports of projects for Engineering Administration;
- Review quality tests of materials used in engineering projects;
- Trains and/or supervises the training of subordinate staff involved in engineering projects;
- May perform or supervise the design and program of automated systems for the control and maintenance of department records;
- Customer service oriented

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principle and practices of engineering;
- Knowledge of CAD Systems;
- Thorough knowledge of the instruments and materials used in engineering projects
- Thorough knowledge of laws, rules and regulations governing engineering design and construction;
- Good knowledge of the principles of supervision;
- Ability to conduct studies to evaluate methods and materials used in engineering projects;
- Ability to direct and supervise plans, designs, specifications, narrative reports and tabular reports related to the engineering projects;
- Ability to coordinate engineering projects;
- Ability to perform complex design and coordination without assistance of consultant or staff when projects are beyond subordinate capability or on less complex projects when workload requires;
- Ability to establish cooperative relationships with the engineering staff, consultants, contractors, vendors, public officials and general public;
- Ability to perform complex mathematical and engineering calculations through CAD designs;
- Mechanical aptitude;
- Accuracy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a New York State registered or regionally accredited college or university with a Bachelor Degree in engineering, engineering technology mechanical engineer technology or a closely related field and (2) years experience performing engineering functions, such as design, specification writing or inspections performing professional activities; OR
- (b) Associates degree as listed above in (a) and three (3) years experience in CAD design and understanding of pre drawn designs, sizing equipment to meet the School District needs. Knowledge of mechanical systems;) OR
- (c) Graduation from high school or possession of a high school equivalency diploma and seven (7) years experience, including one (1) year of supervisory or project leadership responsibilities as described in (a); OR
- (d) Any equivalent combination of training and experience as described by the limits of (a), (b) and (c) above.

**SUBJECT OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. ***Fundamentals of computer assisted drafting:*** These questions test for knowledge of the basic concepts, terminology and proper procedures to use when creating technical drawings utilizing computerized drafting software.

2. ***Administration :*** These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

**3. Principles and practices of mechanical engineering, including energy conservation:** These questions test for knowledge of mechanical engineering concepts, principles, and practices including heating, ventilating, air-conditioning, plumbing, piping, pump, and machinery systems; mechanical system standards, terms, and units; and energy management and conservation techniques.

**4. Design and construction of heating and ventilating, refrigeration and air-conditioning systems:** These questions test for knowledge of the proper design, construction, and installation of facility heating, ventilating, and air-conditioning systems; the ability to troubleshoot mechanical system problems, and to apply mechanical engineering concepts to solve these problems.

**5. Preparing written material:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**6. Supervision:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

This written examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**SPECIAL CREDIT for CHILDREN of FIREFIGHTERS and POLICE OFFICERS KILLED in the LINE of DUTY:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligibility list has been established.

**APPLICATIONS:**

Unless otherwise indicated on this announcement, the candidate will complete one "Application of Employment" form for each examination he/she wishes to take. ***NO COPIES WILL BE ACCEPTED.*** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. ***INCOMPLETE APPLICATIONS MAY BE DISAPPROVED.*** All applications shall be filed with Rome Civil Service Office. This office reserves the right to reject all applications received after the last filing date.

**ADDRESS CHANGE:** It is the responsibility of the candidate to notify the Rome Civil Service Office, City Hall, Rome, NY 13440, *in writing*, of any change in name or address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

**ADMISSION NOTICE:** Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. If an applicant is disapproved, he/she will also be notified in writing.

***IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT 315-339-7609***

**ALTERNATE TEST DATES:** Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than two (2) weeks preceding the exam date. A determination will be made if you will be scheduled for an alternate test date

**COLLEGE DEGREE / CREDITS:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this office for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**CROSSFILING:** If you applied for any other Civil Service examinations to be given on the same test day for employment with New York State or any other local governmental jurisdiction excluding New York City, you must make arrangements to *take all of the examinations at one site.*

If you have applied for both **State** and **local** government examinations, you must make arrangements to take all your examinations at the State Examination Center by calling (518) 457-7022, no later than two weeks before the test date.

If you have applied for **other** local government examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

**DISABLED PERSONS:** Candidates who require special accommodations to take the test should indicate the need for special arrangements on their application, as well as verbally informing the Civil Service personnel of any special needs or accommodations that may be required to take the examination.

**ELIGIBLE LISTS:** Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.

**EMERGENCIES:** If an emergency prevents you from appearing for the examination, please notify this office ***NO LATER THAN 10:00 a.m., on the Monday following the test date (Tuesday if Monday is a holiday)***, providing verifiable documentation of the reason.

**WEATHER EMERGENCIES:** In case of adverse weather conditions, any delay or cancellation of the examination will be available to you by calling the ***Rome Police Department at 339-7780***, between ***6:00 AM and 8:00 AM*** on the date of the examination.

**MILITARY SERVICE MEMBERS:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact Rome Civil Service Office, Rome City Hall, Rome, NY 13440, for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination **up to ten days before the test date.**

Candidates who are ***called to military service after filing an application*** should send requests for an alternate test date to Rome Civil Service, City Hall, Rome, NY 13440, as soon as possible before the test date.

**RELIGIOUS ACCOMMODATIONS:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under Religious Accommodation. We will make arrangements for you to take the test on a different date (usually the Monday following the Saturday exam date).

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an ***Application for Veteran's Credits*** with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Veteran's credits can only be added to a passing score on the examination. Applications for veteran's credits are available from this office.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit for examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the eligible list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Application forms may be obtained at Rome Civil Service Office OR by sending a stamped, self addressed legal size envelope to the address below:

***Rome Civil Service Office  
Rome City Hall  
Room 2B  
198 North Washington Street  
Rome, NY 13440  
(315) 339-7609 OR (315) 339-7662  
Monday – Friday 8:30 AM to 4:30 PM  
[www.rome-ny.gov](http://www.rome-ny.gov)***

Applications received or postmarked after the filing deadline will not be accepted. The applicant should make sure ***EVERY*** question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification.

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Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay. Applications which are delivered in person to the Rome Civil Service Office, Rome City Hall, Rome, NY 13440, will be accepted only between the hours of 8:30 AM and 4:30 PM / Monday through Friday. Candidates will be notified by mail of the acceptance or rejection of their application(s) after the filing date. A separate application must be submitted for each separately numbered examination for which the candidate wishes to apply.

***FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, DISABILITY OR NATIONAL ORIGIN.***

***~ THE CITY OF ROME IS AN EQUAL OPPORTUNITY EMPLOYER ~***

Issue Date:

Prepared by Dawn Andrews

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